

REQUEST FOR PROPOSALS

CONSTRUCTION LAYOUT, SPECIFICATIONS AND CONSTRUCTION OBSERVATION SERVICES FOR ELLIS WOODS PARK – PHASE I

East Coventry Township Board of Supervisors

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REQUEST FOR PROPOSALS

Construction Layout, Specifications and Construction Observation Services for Ellis Woods Park – Phase I

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REQUEST FOR PROPOSALS

Construction Layout and Specification Services for Ellis Woods Park

SECTION 1 INTRODUCTION

General

- A. The East Coventry Township Board of Supervisors hereby requests proposals from qualified engineering and design firms to provide design, bidding and construction phase services relative to the Phase I Construction of the Ellis Woods Park Project.
- B. The primary purpose of this RFP is to retain the services of a qualified engineering and/or design firm to provide design, bidding and construction phase services relative to the Project.
- C. There is no expressed or implied obligation for the Township to reimburse responding firms for any expenses incurred in preparing and submitting proposals in response to this RFP.
- D. Proposals are due by 3:00 PM, Wednesday, December 21, 2005. Seven (7) copies of the proposal shall be submitted to the attention of Casey LaLonde, Township Manager. The Township reserves the right to reject any and all proposals submitted.
- E. During proposal preparation, all questions shall be submitted in writing to the attention of Casey LaLonde, Township Manager.
- F. Due to a conflict of interest, bids submitted by engineering and /or design firms who are currently retained by, or who may potentially be retained by, a developer (or developer's consultant) preparing or intending to prepare a subdivision and/or land development plan within the Township, will not be considered.
- G. It is anticipated the selection of a firm will be completed by Monday, January 16, 2006, with a Professional Services Agreement submitted by the selected firm and executed by the selected firm and Township by Monday, February 6, 2006.

Background

The Township has currently under construction approximately 800 new dwelling units in the vicinity of the Route 724 corridor. Working closely with design firm YSM and a committee composed of Township residents, elected officials and other stakeholders, an Ellis Woods Park Plan was completed in conjunction with a grant from the Pennsylvania Department of Conservation and Natural Resources (DCNR). In the time since the plan was adopted by the Township and approved by the DCNR, approximately \$355,000 in

park construction funding has been acquired by the Township in the form of grants and other funding sources.

The Ellis Woods Master Site Plan is available for viewing at www.eastcoventry-pa.gov under the “Documents Warehouse” link. As described in the attached Phasing Plan, this proposal focuses on Modules A, B, and C and the entire paved trail system. The Module C component includes the multi-use playing field, but not the multi-purpose court area or the skate park component.

Description

- A. The solicited services are identified in the Scope of Services in Section 2.
- B. The Project shall be designed and constructed, as applicable, in accordance with the Township’s *Standard Construction and Material Specifications for Public Improvements* bearing a revision date of February 13, 2004 (“Public Improvements Specifications”). The Project shall also be designed and constructed, as applicable, in accordance with the Township’s Driveway Ordinance (Ordinance No. 101) and Stormwater Management Ordinance (Ordinance No. 103). Copies of the Public Improvements Specifications and Ordinances are available at the Township Building, and will be furnished to bidders upon written request.
- C. Included in Exhibit No. 1 of this RFP, for the use and information of the prospective bidder, is a Location Map that identifies the location of the Project.

SECTION 2 SCOPE OF SERVICES

Project

A. Design Phase Services

1. Arrange and conduct one (1) focus workshop at the Township Building. Participants shall include Township representatives, other personnel deemed appropriate by the Township, and key members of the selected firm's project team. This workshop shall serve as a kick-off meeting for the project.
2. Survey
 - a. Perform topographic survey and field locate existing features to the extent and level of detail necessary and prepare drawings in sufficient detail for public bidding and construction.
 - b. Survey shall be in accordance with National Map accuracy standards. Projection shall be Pennsylvania State Plane South, NAD83, and elevation datum shall be National Geodetic Vertical Datum of 1929 (NGVD 29).
 - c. Survey shall extend a minimum of twenty (20) feet beyond existing rights-of-way lines.
3. Research existing deeds and plans as necessary to show location of existing right-of-way lines and property lines within the limits of the Project area.
4. Perform Pennsylvania One Call System notification (design phase) to obtain location of existing utilities in accordance with Pennsylvania Act No. 287 of 1974, as amended by Pennsylvania Act No. 187 of 1996. Show location of utilities based upon information received from utility companies.
5. Provide Layout and Construction Plans and Specification for the Ellis Woods Park Project, based on the approved YSM design.
6. Prepare soil erosion and sedimentation pollution control plan and all other required supporting documents, and obtain approval by Chester County Conservation District ("CCCD"). Permit application fee, if not waived by CCCD, will be paid by the Township upon receipt of written request from the selected firm.
7. Prepare Contract Documents for public bidding consisting of the following:

Detailed design drawings of Project (“Design Drawings”), prepared in AutoCAD 2000 (or earlier version) format utilizing 24-inch by 36-inch sheets. Design Drawings shall be signed and sealed by a professional engineer duly registered in the Commonwealth of Pennsylvania. Design Drawings shall be of sufficient detail for public bidding and construction.

A Project Manual, generally consisting of following sections: Invitation to Bid; Instructions to Bidders; Bid Form; Bid Bond; Experience Questionnaire; List of Proposed Subcontractors; Non-Collusion Affidavit; Agreement; Performance Bond; Payment Bond; Standard General Conditions of the Construction Contract; Supplementary Conditions; Duties of Contractor Under Pennsylvania Prevailing Wage Act; Pennsylvania Prevailing Minimum Wage Rates (specific to Project); and technical specifications.

8. Submit five (5) copies of preliminary Contract Documents to Township for review and comment at 50 percent design completion stage.
9. Refine 50 percent Contract Documents based on Township’s comments and proceed to 90 percent design completion stage. Submit five (5) copies of 90 percent Contract Documents to Township for review and comment.
10. Refine 90 percent Contract Documents as required by Township.
11. Prepare and submit to Township, concurrent with submission of 90 percent Contract Documents, preliminary Opinion of Probable Construction Cost (“Cost Opinion”). Utilize 10 percent construction contingency for preliminary Cost Opinion.
12. Finalize Contract Documents based on input from Township.
13. Prepare and submit to Township, concurrent with submission of final Contract Documents, final Cost Opinion. Utilize 10 percent construction contingency for final Cost Opinion.
14. Provide copies of relevant project correspondence to Township and endeavor to maintain frequent communication with Township in order to keep Township informed of project's progress and to facilitate review of design-related issues.
15. Advise Township of circumstances known to selected firm in performance of duties as described in Scope of Services that would delay completion of project design including, but not limited to, site conditions, existing utility lines, and regulatory agency approvals.

B. Bidding Phase Services

1. Prepare advertisement for project, after receiving authorization to do so from Township, in accordance with public bidding laws and place advertisement in local newspaper (The Mercury). The Township will pay the cost of advertising.
2. Submit advertisement to construction trade organizations for publication in newsletters, including but not limited to The Philadelphia Construction News, Building Industries Exchange and Associated Builders and Contractors, Southeast Pennsylvania Chapter.
3. Prepare bidding documents, consisting of Contract Documents and addenda, for purchase by prospective bidders.
4. Administer sale and distribution of bidding documents to prospective bidders, vendors, and suppliers.
5. Maintain official list of potential bidders to whom bidding documents have been issued.
6. Arrange and conduct one (1) pre-bid conference with prospective bidders and Township representatives, and distribute minutes to Township and those present.
7. Respond to questions of bidders, vendors, and suppliers with regard to information contained in bidding documents.
8. Prepare and issue addenda, as necessary, to plan holders to clarify bidding documents and to formalize necessary changes to bidding documents.
9. Attend bid opening. After bid opening, analyze bids received, prepare tabulation of bids, and provide Township with recommendation on award of contract to lowest responsible, responsive bidder ("Successful Bidder").
10. Issue Notice of Award to Successful Bidder after receiving authorization to do so from Township. Prepare and transmit with Notice of Award the agreement and bonds for execution by Successful Bidder, and requirement for insurance certificate to be submitted by Successful Bidder. Maintain bid securities of second and third lowest responsible, responsive bidders. Return bid securities to remaining unsuccessful bidders.
11. Review agreement, bonds, and insurance certificate received from Successful Bidder for compliance with requirements of Contract Documents, and forward agreement to Township for review and execution.

12. Transmit one (1) copy of fully executed agreement and bonds to contractor, and issue Notice to Proceed. Return bid securities to remaining unsuccessful bidders.

C. Construction Phase Services

1. Arrange and conduct one (1) pre-construction meeting. Prepare minutes of pre-construction meeting and distribute to attendees and other appropriate parties.
2. Prepare Conformed Documents, which shall include Contract Documents as revised to incorporate appropriate modifications stipulated in addenda. Conformed Project Manual shall also include fully executed agreement and bonds, insurance certificates, and executed bidding documents. Provide two (2) sets of Conformed Documents to contractor and two (2) sets of Conformed Documents to Township.
3. Arrange and conduct monthly construction progress meetings. Prepare minutes of monthly progress meetings and distribute to Township, attendees, and other appropriate parties.
4. Review contractor's payment application requests, and provide recommendation on each to Township.
5. Inform Township of progress of work on regular basis and advise Township whenever selected firm observes or otherwise becomes aware of defects and deficiencies in work.
6. Issue necessary interpretations and clarifications of Contract Documents, and in connection therewith, prepare work directives for issuance to contractor.
7. Review and provide written recommendation to Township on reasonableness of pricing of change order(s) proposed by contractor. Prepare final change order(s) for execution by Township and contractor.
8. Review shop drawings, samples, operating and maintenance manuals, and other data required to be submitted by contractor for conformance with design concept and requirements of Contract Documents. Evaluate and provide recommendation to Township on significant deviations from Contract Documents that may be requested by contractor. Review one (1) resubmittal of shop drawings or other data returned to contractor for correction. Contract Documents shall state that with exception of first resubmittal, contractor shall be charged for review of all subsequent resubmittals in accordance with selected firm's schedule of hourly rates and charges as contained in the Professional Services Agreement (refer to Section 3.5.B). Cost of additional services for review of said resubmittals shall be invoiced to Township as additional services. Contract Documents shall require contractor to reimburse Township for said

additional services by appropriate deductions in contractor's application(s) for payment.

9. Prepare supplementary detailed working drawings and written instructions, as necessary, to provide resolution to changes brought about by actual or differing field conditions.
10. Provide services of a part-time Resident Project Representative ("RPR") to observe work in progress in an effort to verify that work performed by contractor is in accordance with Contract Documents. For the purpose of this RFP, prospective bidder shall assume a maximum of 20 man-hours of on-site RPR services. If additional RPR services beyond 20 man-hours on-site are necessary, selected firm shall obtain written approval from Township to provide said additional RPR services, and selected firm shall invoice Township for said additional RPR services in accordance with the selected firm's schedule of hourly rates and charges as contained in the Professional Services Agreement.
11. Conduct one (1) comprehensive walkover to determine if work is substantially complete and provide Township with recommendation as to whether or not to authorize preparation of Certificate of Substantial Completion. Prepare and release to contractor Certificate of Substantial Completion upon authorization by Township.
12. After issuance of Certificate of Substantial Completion, conduct one (1) comprehensive walkover to determine if work is complete, and provide Township with recommendation on acceptance of work and release of retainage.
13. Prepare record drawings of project based on data, information, and as-built drawings furnished by contractor. Submit one (1) set of full-size reproducible record drawings, two (2) sets of full-size paper record drawings, and one (1) compact disc containing electronic files of record drawings in AutoCAD 2000 (or latest version) format to Township for its use.

SECTION 3 PROPOSAL REQUIREMENTS

General

To be considered for this project, the proposal must include the following items, each of which are described in further detail below.

- A. Project Understanding
- B. Project Organization Chart
- C. Resumes of Assigned Personnel
- D. Compensation
- E. Draft Professional Services Agreement

Project Understanding

A narrative must be included to demonstrate the selected firm's understanding of the services to be rendered, the schedule, and the approach.

Project Organization Chart

An organization chart specific to the project must be included, and must indicate all personnel that will be assigned to the project. For the selected firm, the individuals actually working on the project shall not differ, unless authorized in writing by the Township, from the individuals listed on the organization chart.

Resumes of Assigned Personnel

Resumes of the assigned personnel, as listed in the organization chart, must be included in the proposal.

Compensation

- A. The proposal must contain pricing for professional services as described in the Scope of Services in Section 2. Said pricing shall be provided in a fee not to exceed, or maximum price, format, and shall include all time and expenses necessary to complete Scope items, with the exception of permit application fees and cost of advertisement for public bidding.
- B. The proposal must also contain a schedule of hourly rates and charges for professional services, for any services beyond the Scope of this RFP requested by the Township and rendered by the selected firm.

Draft Professional Services Agreement

- A. The proposal must contain a draft Professional Services Agreement (“PSA”) that would potentially be executed by the selected firm and Township. The draft PSA shall include a Scope of Services section that references the Scope of Services as contained in Section 2. The draft PSA shall also include Schedule and Compensation sections, terms and conditions, and insurance certificates, with the Township listed on each certificate as the certificate holder, to demonstrate compliance with the insurance coverages as described in Section 5.
- B. The Compensation section of the draft PSA should include separate signature lines for the Project so that the Township may select, by signing the appropriate line(s), the project(s) with which the Township wishes to engage the services of the selected firm.

SECTION 4

NOTICE TO BIDDERS AND EVALUATION PROCEDURES

Informality of Proposals and Acceptance, Rejection or Selection of Items

The Board of Supervisors expressly reserves the right to reject any and/or all proposals, to waive any informalities or irregularities in the proposals received, and to accept that proposal which is in the best interest of the Township.

Evaluation and Selection Process

Evaluation of the proposal will be based on the comprehensive proposal, including but not limited to, project understanding, qualifications of assigned personnel, cost, and content of draft PSA. During the evaluation process, the Township reserves the right to request additional information or clarifications for each proposal received, or to allow corrections of clerical errors or omissions. At the discretion of the Township, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

SECTION 5 INSURANCE REQUIREMENTS

The selected firm shall carry the following minimum insurance coverages, which shall be demonstrated in the insurance certificates attached to the draft PSA.

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General Liability

- A. Each Occurrence: \$1,000,000
- B. Automobile Liability: \$1,000,000
- C. Umbrella: \$1,000,000

Professional Liability

- A. Policy Limit: \$1,000,000

EXHIBIT NO. 1

Project Location Map

Ellis Woods Park Project Map

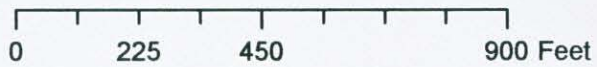
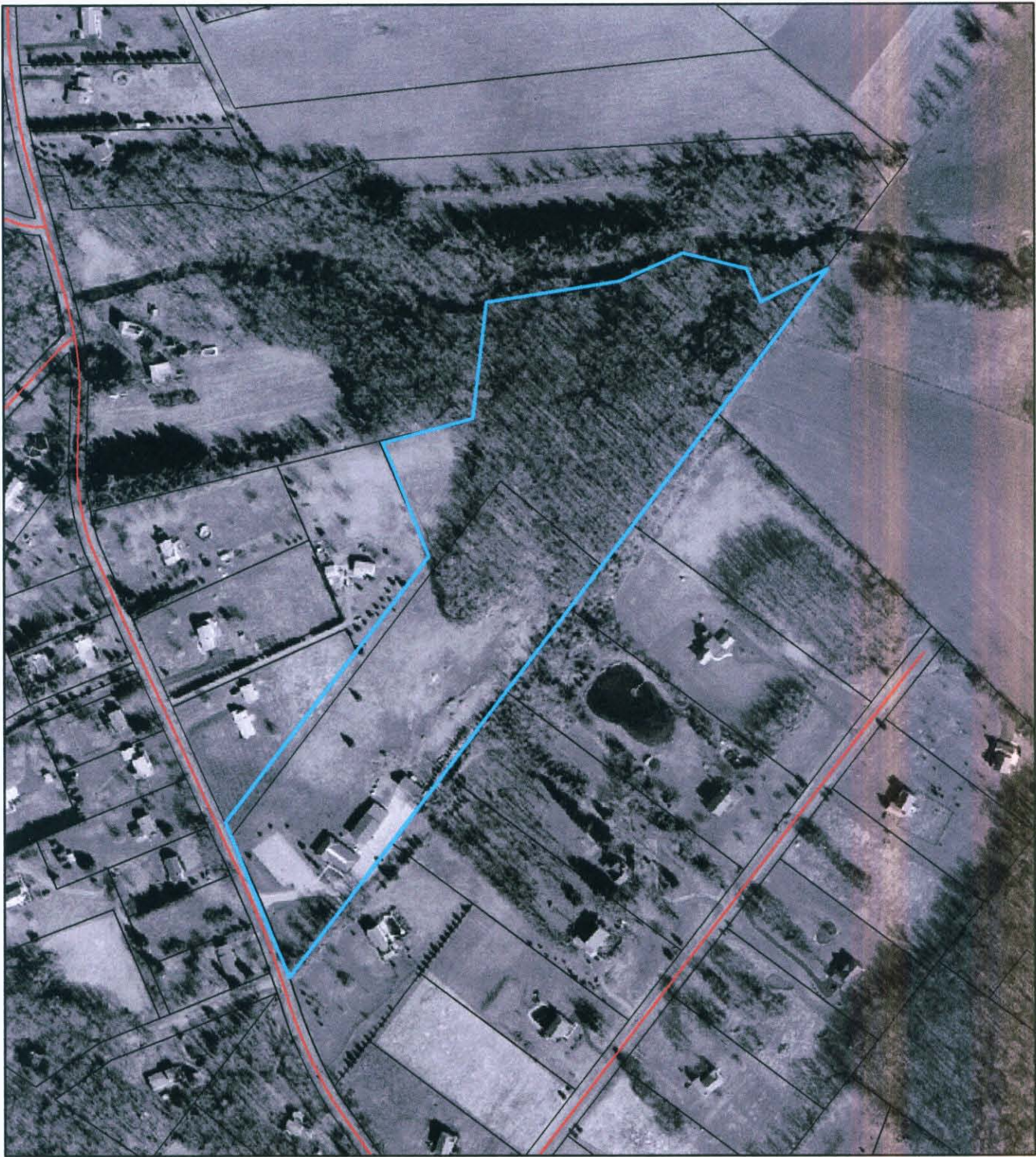
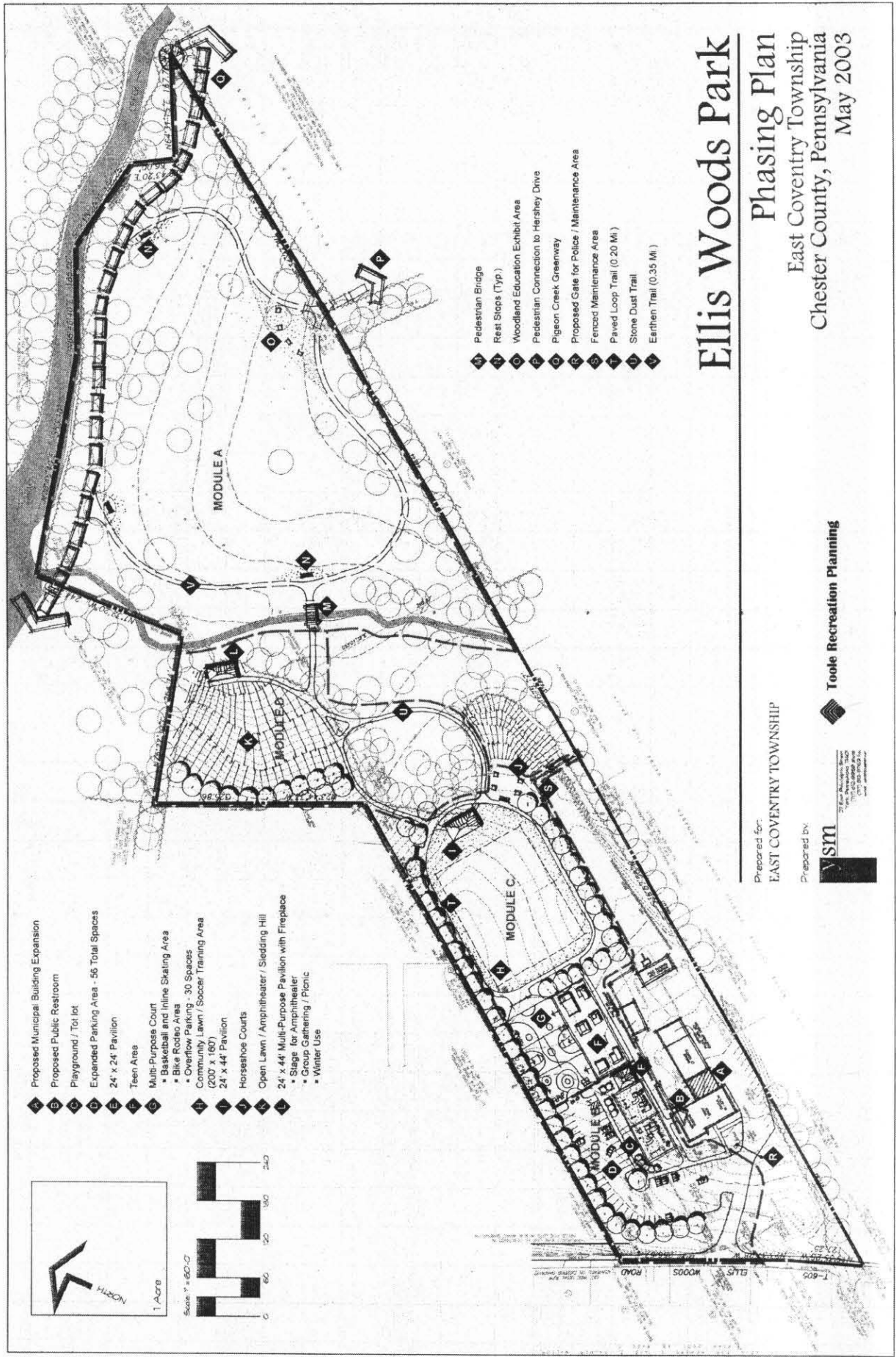


EXHIBIT NO. 2

Ellis Woods Park Master Site Plan – Phasing Plan



- 1 Proposed Municipal Building Expansion
- 2 Proposed Public Restroom
- 3 Playground / Tot Lot
- 4 Expanded Parking Area - 56 Total Spaces
- 5 24' x 24' Pavilion
- 6 Teen Area
- 7 Multi-Purpose Court
- 8 Basketball and Inline Skating Area
- 9 Bike Rodeo Area
- 10 Overflow Parking - 30 Spaces
- 11 Community Lawn / Soccer Training Area (200' x 160')
- 12 24' x 44' Pavilion
- 13 Horseshoe Courts
- 14 Open Lawn / Amphitheater / Sledding Hill
- 15 24' x 44' Multi-Purpose Pavilion with Fireplace
- 16 Stage for Amphitheater
- 17 Group Gathering / Picnic
- 18 Winter Use

- 19 Pedestrian Bridge
- 20 Rest Stops (Typ.)
- 21 Woodland Education Exhibit Area
- 22 Pedestrian Connection to Hershey Drive
- 23 Pigeon Creek Greenway
- 24 Proposed Gate for Police / Maintenance Area
- 25 Fenced Maintenance Area
- 26 Paved Loop Trail (0.20 Mi.)
- 27 Stone Dust Trail
- 28 Earthen Trail (0.35 Mi.)

Ellis Woods Park

Phasing Plan

East Coventry Township
Chester County, Pennsylvania
May 2003

Prepared for:
EAST COVENTRY TOWNSHIP

Prepared by:

